INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: ALL PAYROLL/PERSONNEL DEPARTMENTS   **DATE**: March 12, 2003

FROM: LAWRENCE C. FRANKLIN, JR.
            CONTROLLER

SUBJECT: **CHECK CHANGES** (INVOLVING ERS RETIREMENT ADJUSTMENTS)

Due to a new computer system being used at The Employees Retirement System (ERS), the procedure for processing **check changes** that affect an employee's retirement account has changed.

Currently, if a check change affects an employee's retirement account, the retirement adjustments are listed on the check change form. This will continue as before.

EFFECTIVE IMMEDIATELY FOR ANY PAYROLL CHECK CHANGES BEING SUBMITTED THAT ADJUST RETIREMENT:

Any adjustments to an employee's ERS retirement account must now also be listed on a separate **ERS Adjustment Form pay period by pay period.** On the ERS Adjustment Form you must list how the retirement adjustment is to be applied to each pay period that is affected by the check change. <u>Do</u> <u>not</u> enter only a single dollar amount for an adjustment covering multiple pay periods on the ERS form.

If a check change does <u>not</u> affect the employees retirement account, the retirement adjustment form does not need to be processed.

The attached Excel file provides forms for the years 2003 back through 1998. Listed on the forms are the retirement percentages applicable for each pay period, during each year. Please be sure to use the right form for the year you are adjusting because each year has different pay period dates and percentages. The <u>employee</u> retirement contribution share has thus far remained at 8.75%. However, the <u>state</u> share has changed numerous times over the years. Please use the percentages listed on the form to do your calculations.

When you have completed your check change form **and** the ERS Adjustment Form **<u>send them together</u>** to the Central Payroll Office within the Office of Accounts and Control.

Please contact Malcolm Varadian at 222-4997 or MalcolmV@gw.doa.state.ri.gov if you have any questions or need assistance.

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CPO: 03-15